

Approved For Release 2002/01/23 : CIA-RDP78-04072R000100070044-7



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CONFIDENTIAL

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PERSONNEL

(2) The committee is responsible for:

- (a) Developing standards for suggestion and invention awards and for procedures relating to these awards.
- (b) Reviewing suggestions and granting or recommending suggestion or invention awards. A committee determination or recommendation to grant an award must be unanimous. If an objection is recorded, the committee will refer the issue to the Deputy Director for Support for determination.

(c) Granting or recommending, in accordance with subparagraph b above, monetary awards for accepted suggestions or inventions.

(1) The Chairman, Suggestion Awards Committee may authorize awards up to and including \$50.

(2) The Suggestion Awards Committee may authorize awards in excess of \$50 up to and including \$300.

(3) The Deputy Director for Support may authorize awards in excess of \$300 up to and including \$1,000.

(4) The Director of Central Intelligence may authorize awards in excess of \$1,000 up to and including \$5,000.

(5) The Civil Service Commission may authorize awards in excess of \$5,000.

(3) A special panel of three rotating members is appointed by the Director of Central Intelligence upon the joint recommendation of the Deputy Director for Plans and the Director of Personnel. The chairman of this panel is designated by the chairman, Suggestion Awards Committee. This panel considers suggestions and inventions involving operational activities of the Clandestine Services and makes recommendations to the chairman, Suggestion Awards Committee regarding awards for such suggestions and inventions. The chairman then takes action without reference to the Suggestion Awards Committee. All restrictions imposed in subparagraphs (b) and (c) above on committee actions also apply to panel recommendations.

(4) The Director of Personnel, or his designee, shall budget for and authorize payments by the Director of Finance for expenses of suggestion and invention awards.

(5) Employees shall submit improvement suggestions on Form 244, Employee Suggestion (available from the executive secretary, Suggestion Awards Committee), through their supervisors or directly to the executive secretary, Suggestion Awards Committee. When an invention is involved, the employee shall also submit Form 915, Record of Invention (available from the chairman, CIA Patents Board), to the executive secretary, Suggestion Awards Committee for processing and award consideration. (Clandestine Services personnel shall submit Form 915 and any other pertinent information relating to the invention through the Chief, CI Staff.) Form 915 will then be referred to the CIA Patents Board for concurrent determination of the inventor's rights and Invention Award recommendations.

(6) Adopted suggestions must be submitted in writing within two years after adoption to be considered for an award. Exceptions to this time limit require prior approval of the chairman, Suggestion Awards Committee.

(7) Suggesters will be notified of the action taken by the committee. When an award has been granted, the committee will inform the Operating Official concerned. When a suggestion has been rejected, the committee will notify the suggester of the reason.

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